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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Operations School

DATE: 14 November 1955
Reports 1

FROM : Assistant Chief for Field Training

SUBJECT: Weekly Activity Report No. 46 [REDACTED]
Period 7 through 11 November 1955

25X1

SIGNIFICANT ITEMS:

[REDACTED]

25X1

2. A Letter of Commendation from DTR to the Field Training Staff was received on 7 November thanking the staff for its performance during the recent briefing of guests from [REDACTED] This commendation was particularly appreciated.

25X1

OTHER ACTIVITIES:

Office of the AF/OS

1. On Monday and Tuesday, 7-8 November 1955, several personnel conferences were held by AF/OS with members of the staff concerning their desired Career Programs. On Tuesday, 8 November, our complete report on Career Programs was sent to C/OS. [REDACTED] did most of the work on this project, assisted on Monday and Tuesday by [REDACTED]

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[REDACTED]

3. On Thursday and Friday, etc., AF/OS held meetings with [REDACTED] on the subject of the three lectures in "Operational Security" to be given in OFC.

4. During the reporting period several dry runs of lectures to be given in OFC were held by AF/OS, [REDACTED]

1. [REDACTED] on Monday, 7 November, and spent two and one-half days [REDACTED] to assist in the typing and reproduction of course material for OFC. Her contribution was very much appreciated by the staff.

2. [REDACTED] on Monday, 7 November 1955. [REDACTED] discussed CMT Lesson Plans with AF/OS. [REDACTED] and D/AF/OS discussed the possibility of [REDACTED] rendering assistance in the preparation of the Manual of Regulations to be used in the Operations Course. [REDACTED] agreed that he could provide the desired assistance. Details will be discussed in the near future.

3. [REDACTED] Chief Instructor, PP, Operations School, [REDACTED] on 9 and 10 November. AF/OS talked to [REDACTED] at great length on the evenings of 9 and 10 November. On the afternoon of 9 November AF/OS, D/AF/OS and the PP Committee of the Operations Course discussed PP content matters. On the afternoon of 10 November [REDACTED] and the Committee held additional discussion period. [REDACTED] ideas and suggestions were most helpful.

Courses, General

1. Operations Course. Considerable time was devoted this week to the scheduling of OC. In this connection, [REDACTED] presented specific suggestions for the scheduling of instruction to be [REDACTED]

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25X1 The Chief Instructor, OC, in addition to himself and Messrs. [redacted] as the fourth member of the Live Problem Committee. A number of ideas have been advanced as to the make-up of the live problem.

25X1 [redacted] together with the Training Aids Unit, prepared a short film dealing with teaching agents to report. This film will probably be used in the OC.

[redacted] 25X1

25X1 2. [redacted] The OFC Staff was busy this week publishing schedules, reading lists, lesson plans and discussion guides for the first running of the course, beginning next Monday, 14 November.

[redacted] 25X1

25X1 4. [redacted] [redacted] 25X1
[redacted] finished inventory and re-evaluation of equipment for the ASMC. This is the initial phase of a long-range program to insure that equipment for this course is sufficient but not excessive in quantity and is up-to-date.

25X1 5. [redacted] The following Lesson Plans were completed and distributed during the week:

Film Brief: "Career"
Film Brief: "Man on a Tightrope"

[redacted] 25X1

Courses, Tutorial

25X1 [redacted]

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2. The first week of instruction in [] has been completed. In support of this instruction, the RO Staff received assistance from the following Field Training Staff elements and personnel:

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[]

25X1

b. 8 November: []

25X1

a communications problem from 1300 to 1600 hours.

25X1

[]

f. The Training Aids Unit showed the following films: "School for Danger," [] and "Viva Zapata."

25X1

Support Units

1. Communications. The Communications Unit continued to rehabilitate equipment. A considerable portion of the week was spent in repair and maintenance []

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The CU is working on Lesson Plans given in CMT.

2. Training Aids. Graphics Section prepared the following during the week:

[]

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[]

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Reassignment

1. [] around the last of the month to train for his reassignment duties. Thus far, there has been no definite prospect for his replacement.

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25X1 2. [] arrived on Tuesday, 8 November, to assume her duties as librarian.

TDY

1. [] collecting material and information for use in the Operations Support block, OC.

25X1

25X1 2. [] attending the Clandestine Services Review Course.

25X1 3. [] was TDY three days during the week in connection with the new Agent Selection and Recruitment film.

25X1 4. [] is TDY on a training mission.

25X1 5. [] is TDY on a training mission.

6. Five staff members of Air Training Branch are TDY on a training mission.

25X1 7. [] 7-9 November to discuss internal TSS matters and to assist TSS, [] in its initial planning for the OC.

25X1

Leave

25X1 1. [] remains on Sick Leave.

25X1 2. [] COMMO [] who returned to duty from Sick Leave, [] Thursday and Friday, 10-11 November, for personal affairs.

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25X1 3. [] is on Annual Leave until 14 November.

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25X1 4. [] suffered a badly sprained ankle and is currently on Sick Leave.

25X1 5. [] returned from Sick Leave for light duty on 13 November.

25X1 6. [] Compensatory Leave 7-13 November.

7. [] has been on Annual Leave this week.

Other

25X1 1. [] has been assigned, in addition to her usual duties, to assist M [] in development of [] material for the OC. This assignment is in connection with Miss [] career development plan.

25X1

25X1 []
[]

25X1

25X1

25X1 3. [] who submitted her resignation the week of 19-26 September 1955, [] on Saturday, 12 November 1955, in order to pick up []

25X1

25X1

ADDITION TO PREVIOUS REPORT:

Other Activities:

Support Units

25X1 1. [] OTR/HQ, made recommendations on 3 November for a change in the control set-up used for [] jointly held by OTR and TSS. Action will be taken on this recommendation in the near future.

25X1

As

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